

RESOLUTION NO. 3479

RESOLUTION APPROVING THE APPRENTICE
LINEMAN PROGRAM IN THE UTILITIES DEPARTMENT

RESOLVED. that the schedule of training, hours and courses for the administration of an Apprentice Lineman Program in the Utilities Department as **set** forth in the document entitled, "City of Lodi Apprentice Lineman Program in the Utilities Department, Schedule of Hours and Courses," a copy of which is annexed hereto and made a part hereof as if set forth in full herein, is hereby approved and adopted by the City Council of the City of Lodi.


Dated: February 3, 1971

I hereby certify that Resolution No. 3479 was passed and adopted by the City Council of the City of Lodi in regular meeting held February 3, 1971 by the following vote:

Ayes: Councilmen - EHRHARDT. HUGHES, KATNICH.
KIRSTEN and SCHAFFER

Noes: Councilmen - None

Absent: Councilmen - None


Bessie L. Bennett
City Clerk



CITY OF LODI
APPRENTICE LINEMAN PROGRAM
IN THE UTILITIES DEPARTMENT
SCHEDULE OF TRAINING HOURS AND COURSES

The City of Lodi, desirous of establishing apprenticeship programs in the Utilities Department, does hereby adapt the following schedule of training, hours and courses for the said programs in cooperation with the recognized majority representative of employees in this department, the International Brotherhood of Electrical Workers, AFL-CIO, Local 1245.

A. GENERAL

The following outline of training programs, courses and study requirements shall constitute an obligation on the part of the City to provide job training, study materials, and study courses as outlined and to keep records thereon, for all employees assigned to the classification of Apprentice Lineman; and shall constitute an obligation on the part of the employees so assigned to participate in the training programs and in the keeping of records of progress as herein outlined.

The City will furnish a copy of this schedule and of the plan for Administration of Apprenticeship Programs to all employees assigned to the classification of Apprentice Lineman.

B. JOB TRAINING PROGRAM

1. WORK ASSIGNMENTS

Supervisors, in general, and foremen in particular, are responsible for the on-the-job training and for the proper rotation of the apprentice's

work assignments, in order for such apprentices to get training **in** all phases of the craft. The responsibility for evaluating ~~the~~ work of the apprentice rests with the immediate foreman.

During the ~~course~~ of his apprenticeship, the apprentice should be assigned **as** follows:

0-6 Months

• The apprentice should be assigned to **a crew** if practicable to do ~~so~~. The foreman should be instructed to have the apprentice climb as much as practicable. The apprentice will **be** restricted to all types of line work on non-energized equipment, working with or under the direct supervision of **a** journeyman lineman except that after the first three months, he will be permitted to work **on** energized circuits not to exceed 600 volts.

7-12 Months

Working with or under the direct supervision of a journeyman Lineman, the apprentice will perform **all** types of line work **on non-**energized primary lines. The apprentice should be rotated, if practicable, among overhead and underground **crews** in order to gain varied experience.

13-18 Months

The apprentice should be assigned to work with **a** journeyman lineman on energized primary **lines**, and in accordance with City's Safety **Rules**. Such assignments, however, shall be subject to the schedule of hours **as** assigned herein. During this period the apprentice should become proficient **in** the use of rubber goods and personal protective equipment, and shall be instructed in the **use** of live line tools.

19-24 Months

The apprentice shall continue to work as provided in the prior periods and, in addition, will learn the duties outlined on the attached schedule for the appropriate period. He shall gain proficiency in the use of hot-line tools and equipment and rubber protective equipment on all types of construction when accompanied by a journeyman.

25-30 Months

The apprentice shall continue work of the previous periods and will continue to learn live-line construction methods on all types of construction while working with a journeyman or an apprentice who is in his last six months of training.

31-36 Months

The apprentice will be allowed to do any work normally performed by a journeyman, under the direction of a foreman or journeyman, as required by the job. In addition, he may serve as the pole partner for any hot work on energized primary voltages with any apprentice who is in his last twelve months of training.

GENERAL

1. In connection with the performance of work assignments, there should be included in the on-the-job training of Apprentice Linemen instructions on the following safety practices:

1. Care and use of personal tools
2. Care and use of crew tools and equipment
3. Switching and line clearance procedures
4. Clearing and grounding of lines and equipment
5. Care and use of safety live-line tools

6. Care and use of protective equipment, such as rubber goods and other equipment
7. Pole top rescue and resuscitation
8. City electric construction standards
9. Basic first aid
10. Climbing instructions and practice (how to climb safely; how to *select* place to work; and related techniques)

The apprentices should **be** encouraged to discuss problems with the foreman and other supervisors. Foremen and other supervisors should assist and encourage the apprentices in their **work**.

2. JOB STANDARDS

During the **course** of his apprenticeship, the apprentice should receive instruction and training in the various **phases** of the journeyman's work. The following schedule of hours are minimum requirements:

MINIMUM REQUIREMENTS TOTAL HOURS IN SIX MONTHS PERIODS				
<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>

1. POLES, ARMS, GUYS & SUBSTRUCTURES

Framing and setting poles	16	16	16	16	16
Make-up and installation of guys and anchors	16	16	16	16	16
Removal of poles, fixtures and conductors	16	16	16	16	16

*Special rigging for pole setting, including related hardware

*Testing **poles**

*Line patrolling

Use and operation of line trucks and aerial life equipment	8	8	8	8	8
Install underground structures and fixtures	32	32	32	32	32
2. <u>CONDUCTORS, SWITCHES, PROTECTIVE DEVICES (OVERHEAD AND UNDERGROUND)</u>					
Stringing and sagging conductors	32	32	32	32	32
Installing, splicing and terminating underground cables	32	32	32	32	32
Installing all types pole mounted switches	4	4	8	8	8
Installing underground switches and equipment	4	4	8	8	8
Live line work - hot sticks	-	-	20	40	40
Live line work - rubber goods	-	-	20	40	40
*Installing and maintaining capacitor banks					
*Installing light arresters					
*Trimming trees					
3. <u>TRANSFORMERS (OVERHEAD AND UNDERGROUND)</u>					
Install and connect, overhead	20	20	40	40	40
Install and connect, underground	20	20	40	40	40
*Use of voltmeters, ammeters, phase sequence indicators and related equipment					
Principles of substation operation	-	8		8	
4. <u>SERVICE DROPS AND METERS (OVERHEAD AND UNDERGROUND)</u>					
Install and connect service, overhead	8	8	8	8	8
Install and connect service, underground	8	8	8	8	8
*Install meters					

5. STREET LIGHTING (OVERHEAD AND UNDERGROUND - INCLUDING NIGHT GUARDS)

Install circuits, 'controls and fixtures	16	16	16	16	16
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6. MISCELLANEOUS

Supplementary training - school (12 days per year)	96	-	48	48	48
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Safety meetings, safety rule book, first aid	4	4	4	4	4
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Pole top rescue (field training)	1	1	1	1	1
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City line construction, overhead and underground	8	1	8	1	8
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Check and maintain personal climbing equipment (check and indicate daily)

Assigned with Lineman on trouble truck (after one year apprenticeship, 120 hours total, last 18 months)

*No minimum allotted

3. JOB TRAINING RECORDS

A record system is established which provides for records being kept on a monthly basis by the apprentice with provision being made for a breakdown of the various items that the apprentice is to cover in the job training program.

The apprentice will record the number of hours of training in each project received each day on the monthly training report. This will in turn be initialed daily by his foreman so as to verify the amount of training received.

Each month the total of hours worked in each project will be transposed to the "cumulated time" column of the next month's training

report form; the completed monthly report will be reviewed and evaluated by the appropriate supervisor and will be forwarded to the City Manager's office to be maintained as a permanent **file**.

These records will be available to the apprentice, the supervisor involved, the Union's (International Brotherhood of Electrical **Workers**, Local 1245) business **representative**, and to the representatives of the City and of the Union on the Joint Apprenticeship and Training Committee.

C. SUPPLEMENTARY TRAINING PROGRAMS

There will be two kinds of supplementary training provided. These will consist of a supplementary study **course** to take place on the apprentice's own time and in a minimum amount equal to 144 hours per year, and a supplementary training course given on City time in a minimum equal to **96** hours per year.

1. The supplementary study **course** shall be that course known as "Course of Related Study for Outside Electrical Construction Apprentices", developed by the National Joint Apprenticeship and Training Committee for **the** electrical industry, **as** amended by agreement between the Union and City members **of the** Joint Apprenticeship and Training Committee.

A copy of **the** "Course of Related Study" and of the reference handbook, "Lineman's Handbook", Kirtz, will be supplied by the City at **no** cost to the apprentice, but with the requirement that the books supplied shall be returned to the City upon completion of the course **or** upon request by the City and shall remain the property of the City at **all** times. Employees may, if they so desire, purchase appropriate **course** materials which would then remain their personal property.

The City will provide a classroom and instructor to meet with the apprentices and provide instruction and review for the course on a scheduled basis, such schedule to provide that classes will be held for three hours per night, meeting one night per month. The apprentice shall study prepared lesson units and complete check-up questions on his own time; however, he will be given the unit test on City time at eight-week intervals or six tests per year by the Personnel Office. Attendance records, progress records, and records of examination grades will be made by the instructor and such records shall be kept on file in the Office of the City Manager and shall be available to the apprentice, the instructor or instructors, the Union's business representative, and to the representatives of the City and of the Union on the Joint Apprenticeship and Training Committee.

2. The supplementary training course to be conducted on City time shall consist of either classroom training or "in the field" training on such subjects as climbing, use and care of hot line tools, rigging, basic electric theory, safety, first aid and pole top rescue and resuscitation, care and inspection of tools and equipment, use and care of personal protective equipment, transformer hookups, blueprint reading, and related subjects, and shall be made available to apprentices on a scheduled basis of not less than one full work day per month with qualified instructor or instructors provided by the City.

Records of instruction given to apprentices shall be made by the instructors and shall become a part of the file maintained in the office of the City Manager along with the records maintained for the supplementary study course and available to the same persons.

D. EXAMINATIONS

There shall be two kinds of examinations used to determine progress and qualifications of apprentices.

1. Lesson tests to determine the apprentice's progress in the supplementary study course shall be given upon completion of each lesson of the course and shall be those prescribed for the course, or as approved by the members of the Joint Apprenticeship and Training Committee. Grading of tests shall be done by the instructor. The apprentice shall be notified of grades received and the record of grades shall be made a part of the apprentice's record.

2. Progression tests shall be those referred to in Section 5 of the "Agreement of Apprenticeship Programs."

In the event of failure of the apprentice to pass any of the tests prescribed for the training program, he shall be given an opportunity to discuss areas of weakness with the instructor, the City Manager, or his representative, so as to determine areas where improvement is needed.

Disputes which may arise concerning examination questions, the manner in which given, or the method used in grading may be referred in writing to the Joint Apprenticeship and Training Committee for its consideration.

E. REVIEW

At the request of either Union or City members of the Joint Apprenticeship and Training Committee, a review may be made of the manner in which various phases of the training program and the records keeping thereon are being carried out. Reviews shall be made by the members of the Joint Apprenticeship and Training Committee, and may include interviews with instructors, supervisors and/or apprentices if appropriate.

A written report shall be prepared setting forth the findings and recommendations of the Committee members of each review made. . Such reports may be joint reports or may be individual reports at the discretion of the Committee members. Copies of all such reports shall be furnished to the City **Manager** and to the business manager of the Union.

Disputes which may arise between Union and City concerning the manner in which ~~the~~ various phases ~~of~~ the training programs herein outlined are being carried out may be adjudicated in accordance with the established City grievance procedure.

F. AMENDMENTS

This program may be amended from ~~time~~ to time as deemed necessary by the members of the Joint Apprenticeship and Training Committee. upon approval and acceptance **thereof** by the City Manager and the business manager of the Union.

G. ADOPTION

This schedule of training hours and courses for Apprentice Linemen in the City of Lodi Utilities Department adopted by **Resolution** No. of ~~the~~ City Council of the City of Lodi at its regular meeting of February 3, 1971.